## LOIS Student Enrollee/Graduate Record Layout Overview

The following pages contain the record layout to be followed for the submission of student data required to calculate the performance measures under the Workforce Investment Act (WIA).  This data is also used to populate the state SCORECARD.

The entire record layout is displayed on two separate pages, since it could not be printed on one page.  In order to get a better understanding of how the layout should look when done in Microsoft Excel, print out both pages of the layout, and place them side by side.   These are not two separate files, but rather two separate pages, which when combined, comprise the complete layout.

The layout has subtle changes from previous years' required data submission, in order to make it easier to understand.  Two new fields, CIP EXTRA and PROG CERT, have been added to help uniquely identify the program.  In addition, all required fields have been noted in the record layout.

The data collection cycle is June 1$^{st}$ one year through May 31$^{st}$ of the subsequent year.    All participants, regardless of funding, are reported, with the exception of incumbent worker type students, who may be omitted. Students are reported each year they are enrolled, but should only have an exit date for the year in which they leave.  For example, if a student enrolls during the reference year (June 1, 1999 through May 31, 2000), but does not graduate until March 2001, he/she will be reported as an enrollee in the 1999 – 2000 submission, but will have no EXIT-DATE.  The same student would also be reported as an enrollee in the 2000 – 2001 submission, with an EXIT DATE and a numeric value in the CERT-TYPE field.  This student will be counted as a completer for 2000-2001.  In this same example, if the student leaves the program during the 2000 - 2001 academic year without receiving the appropriate award/certificate, an exit date should be reported for this student if the date is known.    If the date is unknown, the exit date may be left blank.  During processing of the student data, LDOL will determine if the student has transferred to another institution, in which case the student will not be counted in the performance calculations of the originating program.  Students who are not found to have transferred, will be counted as an exiter of the originating program.

Questions regarding student data collection can be directed to Danielle Carter at 225-219-7761, email **dcarter@ldol.state.la.us.**

# LOIS Student Enrollee Information

| INST-CODE | DATA-COLL-BEG | DATA-COLL-END | SSN | FIRST-NAME | MID-INITIAL | LAST-NAME | CIP-CODE | CIP EXTRA | PROG-CERT |
|---|---|---|---|---|---|---|---|---|---|
| 050020900 | 19990601 | 20000531 | 123456789 | Jane | D. | Doe | 666666 | AA | 71 |
| 050020900 | 19990601 | 20000531 | 999554444 | John | | Smith | 111111 | AA | 63 |

**INST-CODE** must be 10 characters, it is assigned by LDOL for training institutions
        * *This is a required field*
**DATA-COLL-BEG** must be 8 characters, it is the beginning of the reporting period.
        **this is a required field and must be in YYYYMMDD format, no slashes or dashes**

        **EXAMPLE: 19990601 is June 1, 1999**

**DATA-COLL-END** must be 8 characters, it is the ending of the reporting period
        **this is a required field and must be in YYYYMMDD format, no slashes or dashes**

        **EXAMPLE: 20000531 is May 31, 2000**

**SSN** must be 9 characters, the enrollee's social security number
        **this is a required field and cannot contain any hyphens**
*Please provide information on ALL students that enrolled in the program and/or graduated between the data-coll-beg period and the data-coll-end period, regardless of funding. Students that did not graduate during this time period should be reported as enrolled for the next data collection cycle. If the student enrolled during this time period, but graduated after the data-coll-end date, then the student must be reported as enrolled and graduating on the next data collection cycle.*

**FIRST-NAME** can be no more than 15 characters, the enrollee's first name

**MID-INITIAL** must be 1 character, the enrollee's middle initial

**LAST-NAME** can be no more than 15 characters, the enrollee's last name

**CIP-CODE** must be exactly 6 characters, is the Classification of Instructional Program Code of training program or enrollee's major field of study

        **this is a required field and must match the CIP code that is on LOIS/CRS**

**CIP-EXTRA** must be 2 characters, this distinguishes the difference between two programs that utilize the same CIP code and same award outcome (prog-cert)

        **this is a required field and must match the value that is on LOIS/CRS**

**PROG-CERT** exactly two characters, denotes the type of award outcome for the program
        **this is a required field - this field utilizes the same values as the cert-type field**

| ENTRY-DATE | EXIT-DATE | ADDR | CITY | ST | ZIP | ZIP-4 | CERT-TYPE | SEX | RACE | BIRTH | CITIZEN |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 19990910 | 20000510 | 1333 road ln. | New Orleans | LA | 70011 | | 97 | F | 6 | 19781112 | Y |
| 19990601 | 20000301 | 9999 | Anywhere | LA | 70039 | | 63 | M | 2 | | |

**ENTRY-DATE** must be exactly 8 characters in the following format **YYYYMMDD**, is the date the enrollee entered the training program or school      *___this is a required field___

**EXIT-DATE** must be exactly 8 characters in the following format **YYYYMMDD**, date the enrollee exited, completed, or graduated from the program      *___this is a required field___

**ADDR** can be no more than 35 characters, enrollee's address: street number, street name, etc.

**CITY** can be no more than 20 characters, the city where the enrollee resides

**STATE** must be exactly 2 characters, 2-letter state abbreviation

**ZIP** must be exactly 5 characters, enrollee's zip code

**ZIP-4** is 4 characters,  it is the additional 4 numbers for the
zip code

**CERT-TYPE** exactly 2 characters,  denotes what type of award the student received upon graduating the program (this may or may not be the same value as prog-cert)
        **this is a required field, use the two digit
        numeric value**
**Please note: If the student did not graduate during this period, no cert-type is recorded.**

**03  Associate Degree**              **05  Bachelors Degree**
**06 Postbaccaluareate Certificates**    **07  Masters Degree**
**08  Post Masters Certificate**         **09  Doctoral Degree**
**10  First-professional degrees**       **11  First-professional cert.**
**30  OJT = on-the-job training**        **33  Apprenticeship programs**
**40  Short-Term Non-Credit**            **53  Associate in Occupational Studies**
**63  Associate of Applied Technology**  **71 Technical Diploma**
**72  Associate of Applied Science**     **79  Cert. or Diploma less than 3 months**
**80 Cert. or Diploma 3 months to 6 months**  **81 Cert. or Diploma 6 months to 1 year**
**82 Cert. or Diploma 1 year to 2 years**     **83 Cert. or Diploma greater than 2 years**
**97 Institution Defined Non-completer**

**SEX**  Enrollee's sex

**M = MALE**                                      **F = FEMALE**

**RACE**  Enrollee's race - use the one digit numeric value

| | |
|---|---|
| **1=Asian/Pacific Islander** | **5= All Other American Minorities** |
| **2=American Indian/Alaskan Native** | **6=White, Non-Hispanic** |
| **3=Black, Non-Hispanic** | **7=Non-Resident** |
| **4=Hispanic** | **8=Refusal or Unknown** |

**CITIZEN**
**Y = YES**                      **N = NO**

# NOTES: The Scorecard report and the WIA ETPL report are developed from this student data.  Institutions that receive state or federal workforce funds must submit this student data.

-Student data information can be saved onto a disk and mailed, or it can be emailed as an attachment. Please refer to the FAQ section for the mailing addresses.

-Please label the disk with the institution name and enclose a list of the program title(s) contained on the disk and the time frame that the data   cover.  In addition, a description of the field arrangement should accompany the file, along with a note about the type of file (such as Access, Excel, Text tab delimited, etc.) being sent.

-Please use the 10-digit institution code that was assigned by LDOL in the INST-CODE.  Contact LDOL if you do not know your institution code.

-Leave the CERT-TYPE field blank if the individual is still enrolled in the program.

-Make sure that the CIP code used in the student data file matches the CIP code entered into the CRS and displayed on LOIS.

-Please follow the examples provided in record layout.  (Do **NOT** enter any other marks such as "/" or "-" for the fields with SSNs and dates)

-If a student drops out of an institution, please assign a value of 97 in the CERT-TYPE  field, in addition to providing the exit date.  If a student is an international student, please assign a pseudo numeric SSN.

-Please include all students that were enrolled anytime during the reference period, including those that were initially enrolled in a prior reference period and are still enrolled.

-An example reference period is June 1, 2000 through May 31, 2001.